

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
BOARD MEETING
Friday, July 11, 2009

The regular monthly meeting of the State Board for Community and Junior Colleges was held at 8:30 a.m. CDT, Friday, July 10, 2009, at the Beau Rivage Conference Center, Room Azalea A, located at 875 Beach Boulevard, Biloxi, Mississippi. This meeting was conducted as a teleconference meeting pursuant to Section 25-41-5 of the Mississippi Code with one or more members of the Board participating via teleconference.

This meeting was held in conjunction with the Mississippi Association of Community and Junior Colleges Trustee's Conference.

A notice was posted on the web site at www.sbcjc.cc.ms.us and at 3825 Ridgewood Road, Jackson, Mississippi on July 2, 2009 and was distributed to all Board members and other interested persons. It appears as Exhibit P to the official minutes of this meeting.

Members present: Mr. George Walker, via telephone, Mr. Bubba Hudspeth-acting Chairman in the absence of Mr. Walker's physical presence, Mr. Ed Perry, Mrs. Patricia Dickens, Mr. Chip Crane and Mr. Max Huey. Members not present: *Mr. Bruce Martin, Mr. Bobby Steinriede, and Mr. Napoleon Moore*

SBCJC Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Fiona Qualls, Dr. Larry Day, Mr. Ray Smith, Mr. Kell Smith, Mrs. Marilyn Gardner, Mr. Jim Southward and Mrs. Missy Saxton.

Guests in attendance: Mr. Chuck Rubisoff, Office of the Attorney General; Dr. Willis Lott, MS Gulf Coast Community College; Dr. David Cole, Itawamba Community College; Dr. Ed Davis, MS State University; Mr. Richard Blackmon, MS State University; Dr. Mary Jean Lush, MS Delta Community College; Mr. Perry Jenkins, MS Delta Community College; Mr. Jack Winsted, East Central Community College, and Dr. Reggie Sykes, Institutions of Higher Learning (IHL).

CALL TO ORDER

Mr. Bubba Hudspeth called the meeting to order at 8:30 a.m. and provided the meeting notice for the August 21, 2009 SBCJC Board Meeting. The State Board for Community & Junior Colleges Committee-of-the-Whole meeting will be held August 20, 2009 at Huntington's Grille in Jackson, Mississippi at 6:00 p.m. The meeting will reconvene in the Hilton Hotel Jacksonian Room at 7:30 p.m.. The Board Meeting will be held on August 21, 2009 at 9:00 a.m. in Room 507 of the Education & Research Building, 3825 Ridgewood Road, Jackson, Mississippi.

PRELIMINARIES

Mr. Hudspeth asked that all visitors and staff introduce themselves.

Mr. Max Huey gave the invocation.

Mr. Chip Crane had not arrived at this time, therefore a quorum was not present and Mr. Hudspeth postponed voting on any items requiring action until Mr. Crane arrived.

Mr. Hudspeth asked Dr. Willis Lott to provide the MS Association of Community and Junior

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Colleges (MACJC) report.

REPORTS/ACTION

MACJC Report

Dr. Willis Lott, President of the MACJC, welcomed the SBCJC Board Members and Staff to the Gulf Coast. He indicated he was very pleased about the increase that the colleges received from the Legislature this year, especially since the colleges received cuts last year. The MACJC will meet to discuss approving a new software package product of Microsoft called Share Point, which could potentially replace the Blackboard package. Dr. Lott thanked Dr. Debra West for her collaborative work with Ms. Tommie Dale Farve, the Executive Director of MS Department of Employment Security. Dr. West crafted verbiage at Ms. Farve's suggestion that will be included in the MDES unemployment payments, that informs recipients of the importance of community colleges and encouraging them to enroll and receive the benefits of an education or trade certification that can be earned at a Mississippi Community College. He reported that the Community College Leadership Academy founded by the MS Community College Foundation and Dr. Howell Garner, was a huge success and a much-needed effort. He said it was a very intense training and required participants to remain focused. There were approximately 30 attendees. Dr. Lott hopes to present the MACJC Strategic Plan to the SBCJC Board in September or October. He further reported that in looking back over the past year's important efforts, the renewal and updating of the Articulation Agreement was a major undertaking and very important to the community colleges and IHL institutions. He thanked Dr. Reggie Sykes for his hard work on this task and said the MACJC appreciated his efforts. He concluded his report.

Mr. Hudspeth thanked Dr. Lott for his report, as well as the hospitality shown to the SBCJC Board Members and Staff at the May 2009 MGCCC Commencement Exercises and hosting of the SBCJC Board Meeting.

A quorum was established by the arrival of Mr. Chip Crane at 8:48.

Approval of June 18 and 19, 2009 Meeting Minutes

In a motion made by Mrs. Pat Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted by roll call vote and unanimously** to approve the minutes of the June 18 and 19, 2009, SBCJC Board Meeting.

Approval of Agenda

In a motion made by Mr. Max Huey and seconded by Mr. Chip Crane, the SBCJC Board **voted by roll call vote and unanimously** for approval of the day's agenda, to include amending the Executive Director's exhibits by adding Exhibit A3, the Salary Schedule.

Executive Director's Report

Dr. Clark greeted the Board Members and welcomed them to the meeting. He reported that the CJC's received a very good budget from the Legislature this year, considering the condition of the economy. The CJC Support bill was increased by \$7 million or 2.87 percent, including one year of American Recovery and Reinvestment Act (ARRA) funds. The Administration bill received a very small increase. He agreed with Dr. Lott that the CJC's have a great message to share with the public and the Legislators seem to understand that.

Dr. Clark presented **Exhibits A1 and A2**, a request to approve a name change for the Programs Division to the Academic Affairs Division. This is the division led by Dr. Fiona Qualls. This is a name change only. **Exhibit A1** shows the current SBCJC organizational chart and **Exhibit A2**

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shows the proposed change.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. George Walker, the SBCJC Board **voted by roll call vote and unanimously** for approval of **Exhibits A1 and A2**, the name change from Programs Division to Academic Affairs Division.

Dr. Clark presented **Exhibit A3**, the SBCJC Salary Schedule. He requests that two amendments be made to the salary schedule. The first amendment is to increase the salary range of the current Accountant/Personnel Manager position which currently begins at \$34,000, increasing it to \$35,000. The second amendment request is to add a new Accountant position with a starting salary of \$35,000 and an ending salary of \$70,000.

In a motion made by Mr. Chip Crane and seconded by Mr. George Walker, the SBCJC Board **voted by roll call vote and unanimously** to approve the SBCJC Salary Schedule, to include the new start salary range for the current Accountant/Personnel Manager position at \$35,000.00 and the addition of the new Accountant position with a salary range of \$35,000 and ending at \$70,000.

Dr. Clark reported that Department of Finance of Administration (DFA) would like for SBCJC staff to make recommendations to narrow down the list of nine architects who submitted proposals for the new SBCJC building, to four or five, within the next month. A meeting will be scheduled with staff to make this recommendation. Also, Dr. Clark reported he will be making contact with members of the Mississippi congressional representatives to ask for their support in finding possible funding for the new building. He thanked all presidents, especially, Dr. Cole, for supporting the idea of a SBCJC headquarters building.

The new SBCJC website is up and active and Dr. Clark expressed thanks to Mr. Ivo Burnett, of the SBCJC Technology division and Mr. Kell Smith, for their hard work and efforts in creating the new SBCJC website.

Dr. Clark has talked about a push from the governor's office on a Longitudinal Data System (LDS). This is a system that will track students from pre-K to college and is a big part of the stimulus package. There is an on-going effort across state government to get this started. The National Strategic Planning and Analysis Research Center (NSPARC) is an organization of Mississippi State University. NSPARC would like to be an important player in the development of this LDS. NSPARC is presently developing MOU's with the 15 CJC's for sharing and analyzing data with them. Dr. Clark does not feel that SBCJC needs to be a part of these MOU's, as we should be able to request data from the 15 colleges at any time. We should participate in the development and governance of the Longitudinal Data System.

Dr. Clark distributed a list of recent community college retirees, totaling 150 years combined service and 113 retirees.

The SWIB Executive Committee met and discussed the WET fund balance of \$634.9 million. If the balance drops below \$500 million, our WF training money goes away. There are two other possible triggers, and either one may happen next year. SWIB asked to beef up WF efforts in the prisons. The state prison in Greene County is reporting success with the new WF training efforts.

Dr. Clark reports that he attended the annual summer ABE conference in Natchez and he spoke at the West Point Rotary Club where WCBI and WTVA television stations recorded interviews with him. The Auditor's Office held a preliminary meeting regarding ARRA funds. Dr. Clark has been selected to be on the Complete Count Census Committee. The goal of the committee is to get citizens educated on being counted in the federal census. He has been asked to chair the Education Committee. This committee will be asked to get the word out in educational entities.

Mr. Ed Perry asked about the status of changing the language in our agency appropriation bill regarding enrollment audits. Dr. Clark reported that the members of the Legislature considered it, but did not make the change we requested because it would raise our enrollment numbers, and therefore raise the Mid-Level Funding target. We will continue to push for this change in next year's legislative session, to make our enrollment audit process more streamlined and more accurate.

Career & Technical Education Report

Dr. Debra West presented the Career and Technical Education reports and requests.

Exhibit B is a Program Termination Notification request from Pearl River Community College, for termination of the Associates of Applied Science Degree and Technical Certification in Aviation Maintenance Technology.

Exhibit C is a Program Termination Notification request from MS Gulf Coast Community College Jackson County Campus, for termination of the Certificate in Marine Engine Mechanics.

Exhibit D is a Program Termination Notification request from MS Gulf Coast Community College Jackson County Campus, for termination of the Associates of Applied Science and Certificate in Automotive Technology.

Exhibit E is a Program Termination Notification request from MS Gulf Coast Community College Jefferson Davis Campus, for termination of the Associates of Applied Science Degree in Electronics Technology.

Exhibit F is a Program Termination Notification request from MS Gulf Coast Community College West Harrison Center for termination of the Certificate in Machine Tool Technology.

In a motion by Mr. Max Huey and seconded by Mrs. Patricia Dickens, **the SBCJC Board voted by roll call vote and unanimously** to approve the Program Termination Notification requests as listed in **Exhibits B through F.**

Exhibit G is the New Location request for MS Gulf Coast Community College George County Campus, for the Associates of Applied Science Degree in Accounting Technology.

In a motion by Mr. Max Huey and seconded by Mr. Chip Crane, **the SBCJC Board voted by roll call vote and unanimously** to approve **Exhibit G**, the New Location request for MS Gulf Coast Community College George County Campus, Associates of Applied Science Degree in Accounting Technology.

Exhibit H is the request for a New Program at North East MS Community College, Associates of Applied Science Degree, in Medical Office Technology.

Exhibit I is the request for a New Program at North East MS Community College, Associates of Applied Science Degree, in Medical Billing and Coding.

In a motion by Mrs. Patricia Dickens and seconded by Mr. Max Huey, **the SBCJC Board voted by roll call vote and unanimously** to approve **Exhibits H and I**, the two New Location request for North East MS Community College, Associates of Applied Science Degree, in Medical Office Technology and Medical Billing and Coding.

Workforce Report

Dr. West informed Board members there is no Workforce report at this time because the WF programs are in the process of closing out their programs for the fiscal year. She explained in further detail about the MESC letters that Dr. Lott mentioned earlier in his report. These letters will have a blurb in them that gives credit to community colleges for education and workforce training and directs recipients to a website where they can go to learn more about the individual colleges and their locations. Those letters should go out to approximately 3,000 people per week. This is a good marketing tool and she hopes that many people will take advantage of the resources at the community colleges.

Grants and Related Activities Report

Dr. West presented **Exhibit J**, the report for current Grants being administered by Grants personnel at SBCJC. **Exhibit K** reports the number of Career Readiness Certificates (CRC) issued to date. Both **Exhibits I and J** are for information purposes and do not require action.

College Outreach Report

Dr. Larry Day greeted the board members. He told Board Members that part of his responsibilities as Outreach Coordinator were to tour each campus and find unique attributes for each campus. In doing so, he has begun to feature each campus and provide a "best practices" report for each college, as well as a history for each college. He reported that prior to 1908, Mississippi did not have any publically funded agricultural high schools. The Mississippi Legislature passed the first law in the nation to provide for publically funded agricultural high schools. Pearl River was the first AHS in MS. The laws were restrictive in that only white students were allowed to attend these schools. In Jasper County, Mr. Robert Goings, a black student, sued the county because he was not permitted to attend the AHS there. The MS Supreme Court upheld that this law violated the separate but equal doctrine that was part of the MS State Constitution. Subsequently, the MS legislature rewrote the AHS law to include black students. In 1924, Coahoma County AHS was established for blacks under the separate but equal doctrine. From 1908 to approximately 1930, there were over 50 AHS created in MS. In 1949, Coahoma was the first junior college to add college courses to be publically funded for the education of blacks in MS. Dr. Vivian Presley became the first female to head Coahoma County AHS and Coahoma Community College. From 1949, when Coahoma Community College began to offer college classes, the name Coahoma was not mentioned anywhere in state statutes because the college did not have an official district. In 1995, the Legislature finally established a legal district for CCC, supported by Bolivar, Coahoma, Quitman, Tallahatchie and Tunica Counties. Today, there are four AHS: Forrest, Itawamba, Hinds, and Coahoma. Coahoma is the only AHS that is located on the actual site of where it was founded.

Mr. Hudspeth called for a recess at 9:35 a.m. and reconvened at 9:55 a.m.

Programs Report

Dr. Fiona Qualls provided the report for the Programs/Academic Affairs Division. There is an articulation committee meeting to be held in July to address articulation and transfer issues. She mentioned that IHL is having discussions regarding productivity-based funding versus enrollment number-based funding. Also, IHL is considering a new idea regarding the community college transfer students who come to their universities. IHL schools will possibly encourage these transfer students to earn their AA or AAS degree, if they did not earn it while attending a CJC. This would be a two-fold benefit. This will help improve IHL schools' graduation rates and will allow the students to be credentialed with an associate's degree.

Dr. Qualls reported that approximately 600 ABE/GED instructors and staff attended the annual

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summer conferences in north and south MS. Senator Videt Carmichael attended the Natchez (south) conference. She reported that the MSVCC staff has been very busy with increased enrollment for the summer and is preparing for fall enrollment.

Dr. Qualls presented **Exhibit L**, the bi-monthly Commission on Proprietary Schools and College Registration Report (CPSCR), which is for informational purposes only. **Exhibit M** is a request for the appointment of a new board member to the CPSCR. The nominee for the appointment is Mr. Otis Sanford and is recommended by Dr. Vivian Presley, president of Coahoma CC, whose district is currently not represented with the vacancy on the CPSCR board.

In a motion made by Mr. George Walker and seconded by Mrs. Patricia Dickens, **the SBCJC Board voted by roll call vote and unanimously**, to approve Mr. Otis Sanford as the newest member of the CPSCR.

Dr. Qualls presented **Exhibit N**, a request for approval of the Location of Classes for Fall 2009.

In a motion by Mr. Max Huey and seconded by Mr. Chip Crane, **the SBCJC Board voted by roll call vote and unanimously** to approve **Exhibit N**, the request for approval of the Location of Classes for Fall 2009.

Mr. Jim Southward provided an update on community college athletic activities, specifically, a lawsuit that has been filed against Hinds CC, regarding the release of a recruited player. The judge ruled that Hinds did not follow proper procedure and determined that Hinds must release this particular student-athlete.

Dr. Qualls reported that she has become more involved with the enrollment audit process. There is some tweaking that can be done regarding attendance audits and out-of-state residency questions. They have not implemented changes yet, but are attempting to simplify residency issues. The two things that make the whole process cumbersome are the six-week time frame and computer issues. She hopes that a year from now that the process will be different and better.

Dr. Qualls concluded the Academic Affairs Division report.

Technology Report

Mr. Ray Smith of the Information Technology Division presented **Exhibit O**, a feasibility report from the Infinite Group. This is the company that the agency contracted with to analyze the possibilities for virtualization of the community college computer systems. They propose savings in several areas: cost, energy, and management of computer savings. Mr. Smith stated this is a tremendous opportunity for the system as a whole to save funds. There will be a total of 16 reports generated, with each college receiving their own individual report and SBCJC receiving an overall report. Mr. Smith thanked the board for the opportunity of this assessment and expressed that the presidents seem pleased and excited about the savings proposed.

Research and Planning Report

Ms. Mitzy Johnson was unable to attend the meeting, therefore, no Research and Planning Report was provided.

Legislative Report

Dr. Clark reported the delay in establishing the state budget for nearly three months, postponed several Finance Division actions, such as making the budget presentation to the Legislative

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Budget Office (LBO). Dr. Clark told the Board Members he would let them know the date and time as soon as he found out that information.

Finance Report

Mrs. Deborah Gilbert presented the Finance report and referred SBCJC members to the Finance agenda tab.

Attachments 1a and 1b are the financial statements for Funds 2291 and Special Funds as of June 30, 2009. There will be more transactions that will affect these funds during the lapse period. This is for informational purposes only.

Attachment 2 is the approval request for the FY 2010 Administrative Budget. Mrs. Gilbert reported that she was very happy to present these numbers and she is very pleased with the Administrative Budget. The total amount of the Administrative Budget is \$85,081,087.00

In a motion made by Mr. George Walker and seconded by Mr. Ed Perry, **the SBCJC Board voted by roll call vote and unanimously** to approve the FY 2010 Administrative Budget Request, with the total amount of \$85,081,087.00.

Attachments 3a and 3b are the approval requests for the FY 2010 Z-1 Budgets for Support and Administration, respectively. Mrs. Gilbert distributed a handout in addition to Attachments 3a and 3b. This will be included as part of the minutes.

In a motion made by Mr. Ed Perry and seconded by Mr. George Walker, **the SBCJC Board voted by roll call vote and unanimously** to approve the FY 2010 Z-1 Budgets for Support and Administration, respectively.

Attachment 4 is the request for approval of the Guidelines for Administration of the Associate Degree Nursing Support for FY 2010.

In a motion made by Mr. Chip Crane and seconded by Mrs. Patricia Dickens, **the SBCJC Board voted by roll call vote and unanimously** to approve the Guidelines for Administration of the Associate Degree Nursing Support for FY 2010.

Attachment 5 is the request for approval of the Guide for the Disbursement of Advanced Training Center Funds for FY 2010.

In a motion made by Mr. George Walker and seconded by Mrs. Patricia Dickens, **the SBCJC Board voted by roll call vote and unanimously** to approve the Guide for the Disbursement of Advanced Training Center Funds for FY 2010.

Attachment 6 is the request for approval of the Guidelines for Disbursement of Education Technology Funds for FY 2010.

In a motion by Mr. Max Huey and seconded by Mr. Chip Crane, **the SBCJC Board voted by roll call vote and unanimously** to approve the Guidelines for Disbursement of Education Technology Funds for FY 2010.

Attachment 7 is the request for approval of the Schedule of Disbursements for FY 2010.

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, **the SBCJC Board voted by roll call vote and unanimously** to approve the Schedule of Disbursements for FY 2010.

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Attachments 8a and 8b are the approval requests for the General Fund Disbursements for July and August 2009, in FY 2010. The amount requested for Fund 2298 in the month of July is \$46,378,984.00. The amount request for Fund 2298 in the month of August is \$10,706,891.00.

In a motion made by Mr. Ed Perry and seconded by Mr. Max Huey, **the SBCJC Board voted by roll call vote and unanimously** to approve the General Fund Disbursement for July and August 2009, in the amount to \$46,378,984.00 for July and \$10,716,891.00 for August.

Attachment 9 is the approval request for the Disbursement of Education Enhancement Funds for July 31, 2009. Fund 4080 contains \$2,783,462.00 and Fund 4110 contains \$82,112.00, for a total disbursement of \$2,865,574.00.

In a motion made by Mr. Ed Perry and seconded by Mrs. Patricia Dickens, **the SBCJC Board voted by roll call vote and unanimously** to approve the Disbursement of Education Enhancement Funds for July 31, 2009. Fund 4080 contains \$2,783,462.00 and Fund 4110 contains \$82,112.00, for a total disbursement of \$2,865,574.00.

Attachment 10 is the Update on the Education Enhancement Fund Reductions in FY 2009 which indicates a 10.52 percent reduction in EEF funding compared to the appropriation. This is for informational purposes only and does not require approval.

Attachment 11 is the approval request of the FY 2011 Administrative Budget Request. This was approved in June, but information has been revised since the legislature approved the FY 2010 budgets, eliminating the request for two new hires for the agency.

In a motion made by Mr. George Walker and seconded by Mrs. Patricia Dickens, **the SBCJC Board voted by roll call vote and unanimously** to approve the FY 2011 Administrative Budget Request.

Attachment 12a is the Purchasing Approval Request for the Respondus, Inc, contract. This mainly affects the MSVCC. Mrs. Gilbert prepared a summary of the requests and will be included as part of the minutes. The licensing fees for Respondus 3.5 and the Respondus Lock-Down browsers are broken down by years, with Year 2 totaling \$43,661.48 and Year 3 totaling \$45,189.63. Year 1 has already been completed.

Attachment 12b is the Purchasing Approval Request for Presidium Learning, Inc. This is a contractual agreement providing for a 24 hours/7 days a week Help Desk for the Mississippi Virtual Community College. This agreement extends the contract by one year, Year 5, July 1, 2009 to June 30, 2010, in the amount of \$332,500.00.

Attachment 12c is the Purchasing Approval Request for Wimba, Inc. This is a Change Order Agreement with Wimba, Inc., for an add-on that provides instant messaging through Wimba Pronto. The Change Order request is in the amount of \$302,800.00, with the revised life cycle cost of the project at \$1,194,859.00. Year Two total \$262,834.00, Year Three totals \$350,395.00 and Year Four totals \$436,755.00.

Attachment 12d is the Purchasing Approval Request for Blackboard, Inc. Our growth in the MSVCC has exceeded what Blackboard thought it might be and to accommodate our growth they have had to add hardware to offset the capacity. This represents an increase in the FY 2010 CP-1 of \$391,900.00. The total cost of the complex hosting will be \$640,050.00.

Mr. Ed Perry made the motion to approve the Purchase Approval Request included in **Attachments 12a, 12b, 12c and 12d.**

Mrs. Patricia Dickens asked if the proposed changes that Dr. Lott spoke of earlier in the meeting

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regarding Blackboard, would that affect Attachment 12d. Mrs. Gilbert told Mrs. Dickens that it would affect this agreement, based on timing. Mrs. Gilbert advised she was requesting approval for the fiscal year. She stated we would be locked in until June 30, 2010.

Mrs. Patricia Dickens made the second and **the SBCJC Board voted by roll call vote and unanimously** to approve the Purchasing Approval Requests included in Attachments 12a, 12b, 12c, and 12d.

Mrs. Gilbert concluded her report.

Travel Authorizations

Acting Chairman Hudspeth asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings.

It was noted that the approval request to attend this meeting was approved in June.

OTHER BUSINESS


Acting Chairman Hudspeth recognized the Exhibit P was an information item to be appended to the minutes and no action was needed. Exhibit P is the Notice of the Teleconference Meeting.

Mr. Hudspeth noted the upcoming meetings to be held on August 21, 2009, September 18, 2009 and October, 16, 2009.

ADJOURNMENT

There being no other business, Chairman Hudspeth adjourned the meeting at 11:10 a.m.

Recorded by:


Missy Saxton, Executive Assistant

Approved by:


Mr. George Walker, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Executive Director
Career Technical
Workforce
Grants
College Outreach
Programs
Technology
Research & Planning
Finance Report
Information
Dr. Clark's Handouts & Articles

Exhibits A1-A3
Exhibits B-I
No Exhibits
Exhibits J and K
No Exhibits
Exhibits L-N
Exhibit O
No Exhibits
Separate Agenda
Exhibit P